



## DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	<b>RELEASE DATE:</b>	Wednesday, May 27, 2009
<b>POSITION TITLE:</b>	Chief, Planning and Risk Analysis	<b>FINAL FILING DATE:</b>	Tuesday, June 9, 2009
<b>CEA LEVEL:</b>	CEA 1	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$ 7,838.00 / Month	<b>BULLETIN ID:</b>	05272009_8

### POSITION DESCRIPTION

Under the direction of the State Fire Marshal, the Chief, Planning and Risk Analysis is responsible for policy development, direction, and implementation for the California Department of Forestry and Fire Protection's (CAL FIRE's) Fire and Resource Assessment Program, California Fire Plan, California Fire Information Reporting System (CFIRS), California All Incident Reporting System (CAIRS), and will provide assistance on Geographic Information System (GIS) policy development and implementation. The incumbent serves as a principal advisor to the Director and provides leadership, guidance, and assistance in the formulation and implementation of CAL FIRE's Strategic Plan and represents California on various national level committees/teams that may result in national policy on fire protection and fire safety issues.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

#### Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or

more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

#### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

### **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional

qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

Demonstrated ability to guide or lead strategic, multi-disciplinary research-based programs relating to planning and hazard or risk analysis.

In-depth policy development, managerial, administrative and fiscal responsibility experience in areas related to forest, range, watershed, fire protection, fire prevention, and state and federal programs; and associated principles, practices, economics, laws and methods of environmental impacts.

Possess comprehensive research-based analysis skills of the highest, most complex, sensitive, and political nature.

Understand the intricacies and correlation of programs within CAL FIRE as to the purpose, organization, operations, etc. in order to provide expert guidance and assistance in the development of the Strategic Plan; California Fire Plan; and organizational structure.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Planning and Risk Analysis**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. A departmental screening committee will independently rate each of the applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum and desirable qualifications. Applicants will be competitively scored according to their qualifications, experience, and education. The Statement of Qualifications may also serve as documentation of your ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

The application, resume, and Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Should the screening committee deem it necessary, interviews may be conducted. The qualifications screening/interview is weighted 100%.

### **FILING INSTRUCTIONS**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and not exceed more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Exam Unit - Human Resources  
P.O. Box 944246, Sacramento, CA 94244-2460  
Trisha Addison | (916) 445-7890 | [trisha.addison@fire.ca.gov](mailto:trisha.addison@fire.ca.gov)

**ADDITIONAL INFORMATION**

Applicants must file their application, resume, and Statement of Qualifications with the Department of Forestry and Fire Protection either in person at 1300 U Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, attention: Trisha Addison, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF JUNE 9, 2009 TO BE CONSIDERED.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>